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25 May 1982

MEMORANDUM FOR: Deputy Director of Personnel for Special Programs

FROM: [REDACTED]

Chief, Retirement Affairs Division

SUBJECT: Revised Staffing Within Retirement Operations Branch

1. Since the enactment of the CIA Retirement and Disability System (CIARDS) in 1964 the number of cases handled by the Retirement Operations Branch has been slowly but steadily growing. The Operations Section of Retirement Operations Branch (ROB) alone has processed 8,146 CIARDS and CSRS applicants in addition to 161 death cases since CIARDS enactment (Oct 1964) to the present date. The Annuitant Section inherited all the CIARDS annuitants during that time and currently is serving 3,950 active annuitants. We have arrived at this point with very little increase over the years in staffing. Although there is a shifting emphasis in ROB from retirement application processing to an increase in annuitants administration, there is also an anticipated demand projected on both units with the enactment of the pending "Former Spouse Legislation," which leads us to recommend a realignment and an increase of positions within ROB.

2. The Annuitant Section, which has been operating with three positions over the years is grinding slower each day even with the unofficial transfer of one Employee Benefits Officer from the Operations Section. This year alone there have been three major bulk mailings to Annuitants:

February	-	Health Benefits Insurance
April	-	Open Season FHBP
May	-	Pending Former Spouse Legislation

It is possible that two more mailings will be necessary this year. These mailings take time from the routine day in the Annuitant Section that can be ill afforded. The contents of these mailings must be errorless and requires high coordination. Envelopes and labels must be prepared, and the subject matter stuffed into the envelopes, a time consuming function performed by personnel already overworked. All of the above creates a backlog in routine matters and is in addition to a heavy increase in regular mail. When the Annuitant Section with three positions and 3,950 cases is compared to some of our larger line personnel components with as many as 15 or more personnel serving 500 or 600 people, it is apparent we need to revise our staffing. We, therefore, propose the official transfer of a GS-09 officer and position from OPS Section to the Annuitant Section which will be at the proper grade level to maintain the varied functions within the section on a more current basis. With the advent

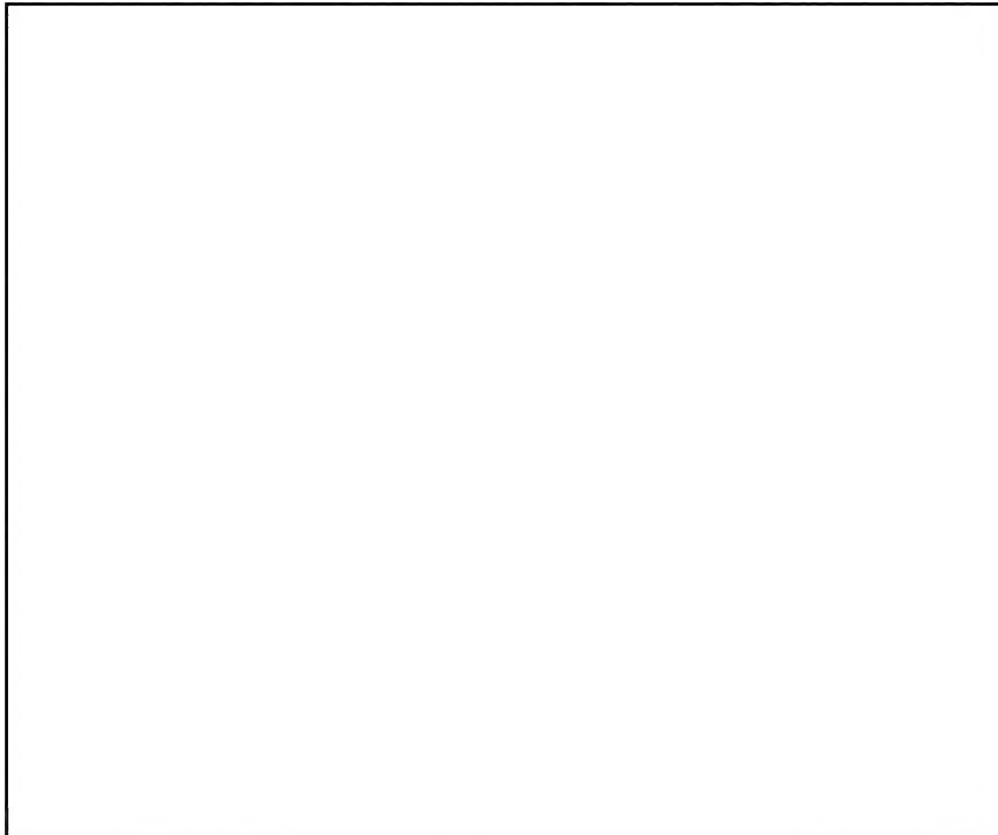
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of the proposed "Former Spouse Legislation" the Annuitant Section will require an additional officer, at the GS-11 level, and a Personnel Clerk-Typist position at the GS-5 level. The officer will be tasked primarily to deal with "Former Spouse" matters which occur on a post-retirement basis, in addition to other annuitant functions; the clerical will absorb those functions inherent in the increased activity.

3. In the Operations side of ROB our annual total retirement applicant processing was lower last year than in the past seven years and will be much the same this year. However, as stated above one officer was moved to the Annuitant Section to assist with the ever increasing work load. The Operations Section will also be affected if the pending "Former Spouse Legislation" is enacted. It will require an officer at the GS-11 level to cope with the complexity of developing and administering that new policy, and process eligible "Former Spouse" applicants concurrently with the retirement of the participant, in addition to other functions.

4. The following is our recommended revision of staffing with ROB:



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* Transfer from OPS Section due to increase in routine work load.

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6. The above staffing pattern would require an increase of three new positions within ROB; one for the Operations Section, a GS-11 Employee Benefits Officer; and a GS-11 Employee Benefits Officer and a GS-05 personnel Clerk Typist for the Annuitant Section. It is requested that you approve both the transfer of position HE642 and an increase of three in authorized ceiling.



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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Increased Staffing Requirements of RAD

FROM:

EXTENSION

NO.

6872

DATE

8 June 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EA/Pers

2. DD/Pers

3. D/Pers

4. CMO

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

3. Attached is a request for additional staffing for RAD, primarily in the Annuitant Section. It is recommended that you approve the following:

- Transfer position HE642, GS-09, to the Annuitant Section.
- Provide PMCD assistance to RAD in reviewing the activities of the Annuitant Section to determine if additional staffing is required at this time and the appropriate grade level.
- Include in CMO planning the likelihood that two or three additional personnel will be required in RAD if former spouse legislation is passed.

Attachment

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SUGGESTED REVISION TO

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- (n) Administer allowances for personnel stationed overseas and establish special allowances and differentials resulting from operational activities and develop and recommend new allowances to meet unique requirements of the Agency.

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Approved For Release 2005/06/22 : CIA-RDP84-00688R000200290002-2

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